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## **SUSTAINABILITY PLAN PROGRESS REPORT OCTOBER 15, 2005**

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### **SUSTAINABILITY POLICY STATEMENT**

The Pollution Liability Insurance Agency (PLIA) is committed to fulfilling its responsibilities under Executive Orders 02-03 and 05-01. We will strive to model the principles of sustainability in its operations, fleet management, contracting, and procurement. PLIA is proud to be part of Washington's sustainability effort and we look forward to the benefits that will be derived from improvements throughout all state agencies.

### **LONG RANGE GOALS**

- ♦ Institutionalize sustainability as an agency value.
- ♦ Raise employee awareness of sustainability in the workplace.
- ♦ Increase the use of the agency's website for document distribution.
- ♦ Explore the availability of alternate fuel source vehicles when needed.
- ♦ Use non-toxic, recycled and remanufactured materials in purchasing whenever possible.
- ♦ Reduce or eliminate waste as an inefficient or improper use of resources.

## **OBJECTIVES**

The following includes updates on objectives from our 2003 plan and 2004 progress report.

- *Replace Styrofoam cups with reusable cups/utensils in coffee area by 12/30/03.*  
Reusable cups/utensils are now being used in the agency's coffee/break area.
- *Reduce the use of personal printers to one per floor and only as a backup to the networked copier by 6/30/05.*  
The agency continues to use one network copier/printer for most jobs. There are currently three personal printers. We will keep two as backup and surplus one once the supply of toner has been used.
- *Remove mercury switch(s) in agency vehicle by 1/31/05.*  
In January 2005, it was confirmed that the vehicle's mercury switch had already been removed.

## **EXECUTIVE ORDER 05-01 KEY PROVISIONS**

### ***Green Buildings:***

- ♦ PLIA is not involved with any construction or building projects.

### ***Vehicles:***

1. **ACTION:** Reduce petroleum use by 20% by 2009.  
**GOALS:** We will encourage less use of POVs and encourage carpooling when necessary.  
**PROGRESS:** Since 2004, POV use has increased, however, this has caused agency vehicle mileage to increase.  
**BARRIERS/CHALLENGES:** The agency vehicle is used primarily for site visits in response to insurance claims. PLIA has no control over the number of claims received.  
**SUCCESS:** By reducing the use of POVs, costs in mileage reimbursements have decreased.  
**SAVINGS/BENEFITS:** Reimbursement for POV mileage decreased by \$390 from FY 2004; however, purchases for the agency vehicle increased by \$346, giving a total savings of \$44.
2. **ACTION:** Freeze purchases of 4-wheel drive SUVs.  
♦ The agency does not purchase SUVs.
3. **ACTION:** Replace standard diesel with B20.  
♦ The agency's one vehicle uses unleaded.

4. **ACTION:** Purchase hybrid gas/electric and other fuel efficient/low emission vehicles.  
**GOAL:** The agency will consider this type of vehicle for any future purchases.  
**PROGRESS:** n/a  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a
5. **ACTION:** Replace pre-1996 vehicles.  
♦ The agency does not own any pre-1996 vehicles.
6. **ACTION:** Fleet management plans and transfers of vehicles to GA.  
♦ PLIA will maintain ownership of its one field vehicle. Previous contracts with GA were not very economical.
7. **ACTION:** Request fuel efficient/low emission vehicles from outside vendors.  
**GOAL:** Always request this type of vehicle when it is necessary to use a commercial vendor.  
**PROGRESS:** n/a  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

**Paper:**

1. **ACTION:** Office paper minimum 30% post consumer recycled content.  
♦ PLIA has been meeting this goal prior to FY 2003.
2. **ACTION:** Reduce use of office paper by 30% based on 2003 plans.  
**GOALS:** PLIA continues to meet this goal.  
**PROGRESS:** The requirement for double-sided coping and printing continues to be standard practice for agency staff.  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a
3. **ACTION:** Increase % EP paper to >50%.  
**GOALS:** PLIA has met this goal for letter-size paper.  
**PROGRESS:** PLIA began purchasing chlorine free, 100% recycled/post consumer content letter-size paper in November 2003.  
**BARRIERS/CHALLENGES:** Letter-size paper continues to be the only size offered through Central Stores. Other size paper that we order has a less recycled content.  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

4. **ACTION:** Recycle 100% off used office paper.  
**GOALS:** This goal has been met  
**PROGRESS:** Each workstation has its own recycling container.  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** A 90-gallon bin is recycled bi-monthly.
5. **ACTION:** Increase use of recycled and chlorine free janitorial products.  
**GOALS:** Work with janitorial company to ensure they use EP cleaning products.  
**PROGRESS:** PLIA currently uses unbleached, single-ply, 40% post-consumer recycled content paper towels and 20% toilet paper.  
**BARRIERS:** The agency only purchases paper products, the janitorial company we use supplies any other products needed.  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

### **Energy:**

1. **ACTION:** Reduce energy purchase by 10% from FY 2003, use energy efficiency programs and on site renewable resources.  
**GOALS:** Reduce energy purchase by 10% by 2009.  
**PROGRESS:** PLIA continues to purchase 16kWh of renewable energy through Puget Sound Energy's Green Power Program.  
**BARRIERS/CHALLENGES:** The buildings landlord shows no interest in replacing lighting ballasts. Energy usage has increased since FY 2003.  
**SUCCESS:** Although there was an increase in usage from FY 2003, it has decreased since FY 2004.  
**SAVINGS/BENEFITS:** n/a
2. **ACTION:** Report total energy usage annually to GA.  
**GOALS:** Report energy usage to GA by September 1 of each year.  
**PROGRESS:** PLIA last reported its usage to GA in October 2005.  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

### **Toxic Chemicals:**

1. **ACTION:** Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.  
**GOALS:** Begin tracking purchases and products that contain toxic chemicals, no later than 6/30/06.  
**PROGRESS:** n/a  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

2. **ACTION:** Report annually on progress in sustainability plans.  
**GOALS:** Report progress in future sustainability plans and reports.  
**PROGRESS:** n/a  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

**Communications & Education:**

1. **ACTION:** Steps taken to educate employees or clients.  
**GOALS:** Continue to offer training to all employees.  
**PROGRESS:** Employees receive information regarding training and workshops regularly.  
**BARRIERS/CHALLENGES:** Many of the training opportunities have not applied to our agency or employees.  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** Notices are sent out electronically or shared at meetings.
2. **ACTION:** Education on plan as well as general sustainability educational efforts.  
**GOALS:** Continue to update employees on sustainability efforts as well as progress on the sustainability plan.  
**PROGRESS:** Informational emails are sent out at every opportunity.  
**BARRIERS/CHALLENGES:** n/a  
**SUCCESS:** n/a  
**SAVINGS/BENEFITS:** n/a

**PERFORMANCE MEASURES**

Paper Use				
Size	% Recycled	Quantity FY 2005	Quantity FY 2004	Quantity FY 2003
8 ½ x 11	100; Chlorine-free	43 reams	51 reams	120 reams
8 ½ x 14	30	1 ream	3 reams	30 reams
11 x 17	30	0	1 ream	0
*Printer Jobs	**30	2 reams	6 reams	37 reams
Paper Towels	**40; unbleached	***98 pkgs	n/a	n/a
Toilet Tissue	**20	101 rolls	n/a	n/a

\*Includes all job types

\*\*For FY 2005 only

\*\*\*Pkgs include 2,000 sheets

	FY 2005		FY 2004		FY 2003	
	Agency Vehicle	POV	Agency Vehicle	POV	Agency Vehicle	POV
<b>Miles Traveled</b>	11,447	1,759	7,748	3,056	3,668	4,974
<b>Gallons Purchased</b>	401	n/a	207	n/a	n/a	n/a
<b>\$ Spent</b>	\$778	\$759	\$432	\$1,146	n/a	n/a
<b>Fuel Type</b>	Unleaded	n/a	Unleaded	n/a	n/a	n/a
<b>Fuel Efficiency</b>	29 mi/gal	n/a	29 mi/gal	n/a	n/a	n/a

### **NEW/UPDATED GOALS**

- ◆ Consider using paper with a higher recycle content for heating oil brochures by 6/30/05.
- ◆ Begin tracking energy usage and make it available to all employees to monitor.
- ◆ Ensure employee concerns and suggestions are considered when updating plans and progress reports.